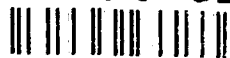


AD-A270 322



DoD 5220.22-S-2

(2)

# MARKING SUPPLEMENT

DTIC

ELECTE  
OCT 05 1993

A

TO

INDUSTRIAL SECURITY  
MANUAL

FOR

SAFEGUARDING  
CLASSIFIED  
INFORMATION



DEPARTMENT OF DEFENSE

SEPTEMBER 1987

This document has been approved  
for public release and sale; its  
distribution is unlimited.

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93-22970





# DEFENSE INVESTIGATIVE SERVICE

1900 HALF ST., S.W.  
WASHINGTON, D.C. 20324-1700

## FOREWORD

This Supplement, together with the DoD 5220.22-M, "Industrial Security Manual for Safeguarding Classified Information" (ISM), provides guidance to industry for marking classified information.

The Supplement contains information of value to the authors or to the approver of classified information who must ensure the propriety of security classification markings, to the administrative personnel who must prepare the finished product, and to other personnel who generate or access the classified information. It does not cover every conceivable situation that may be encountered in the creation of classified material; however, it does illustrate proper markings as required by paragraph II and Appendix II of the ISM.

Any comments and/or suggestions for improvements should be forwarded through your cognizant security office to the Director, Defense Investigative Service, Attn: V0430, 1900 Half St., Sw, Washington, DC 20324.

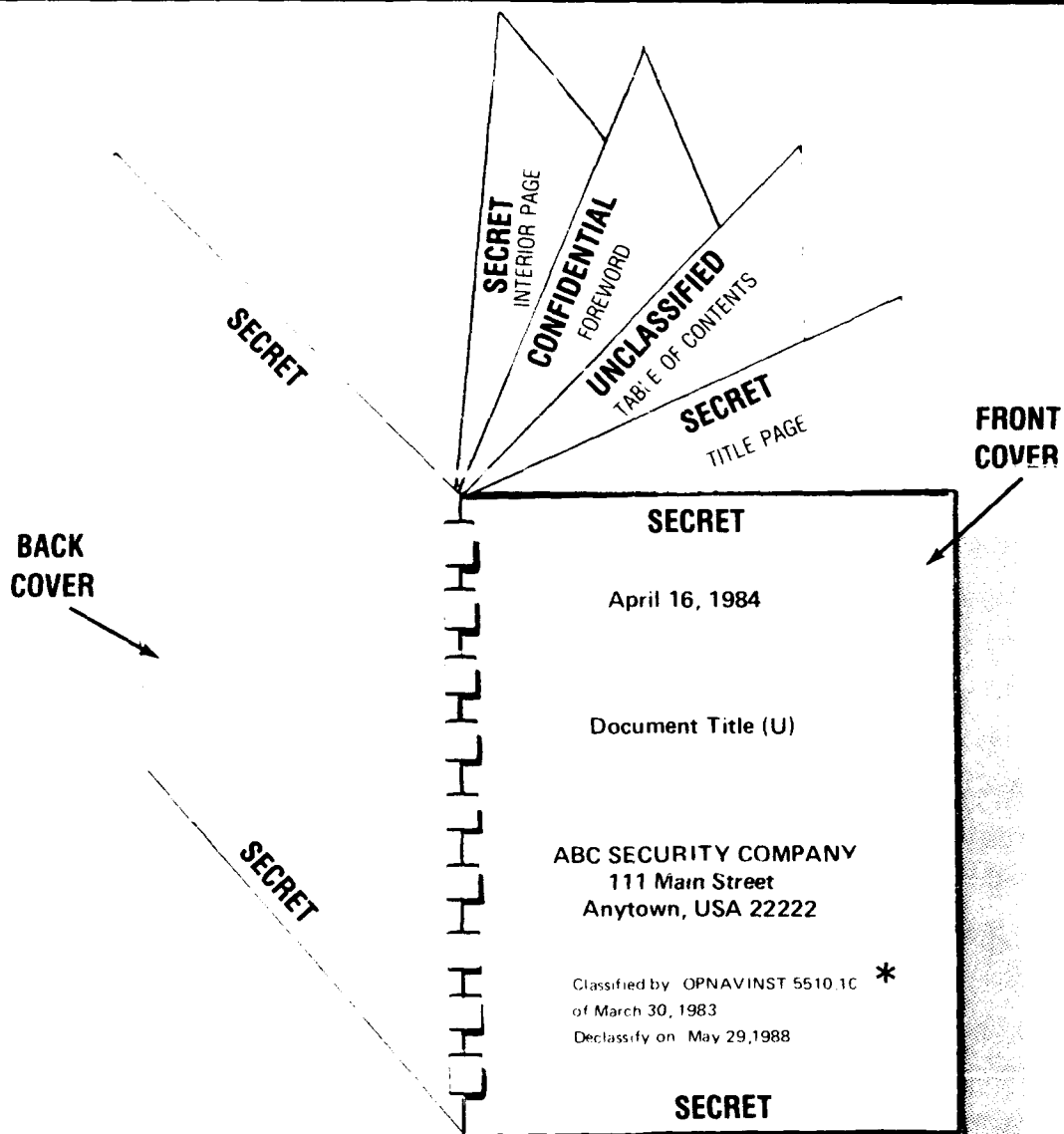
  
THOMAS J. O'BRIEN  
Director

Accession for	
DTIS - GRAH	2
DTIS - ITC	1
DTIS - JCS	1
DTIS - JCS	1
By	
Date	
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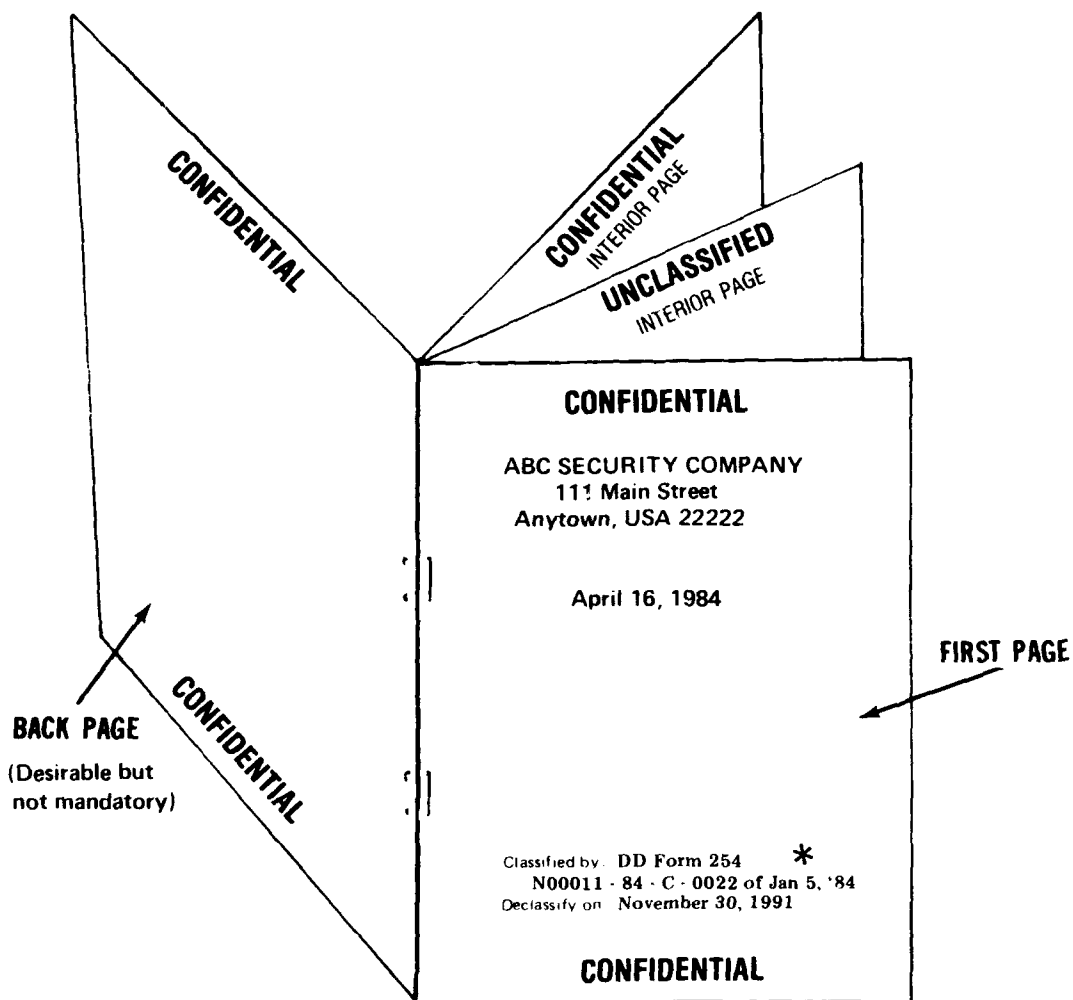
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SAMPLE 1. CLASSIFIED DOCUMENT WITH Front and Back Cover.



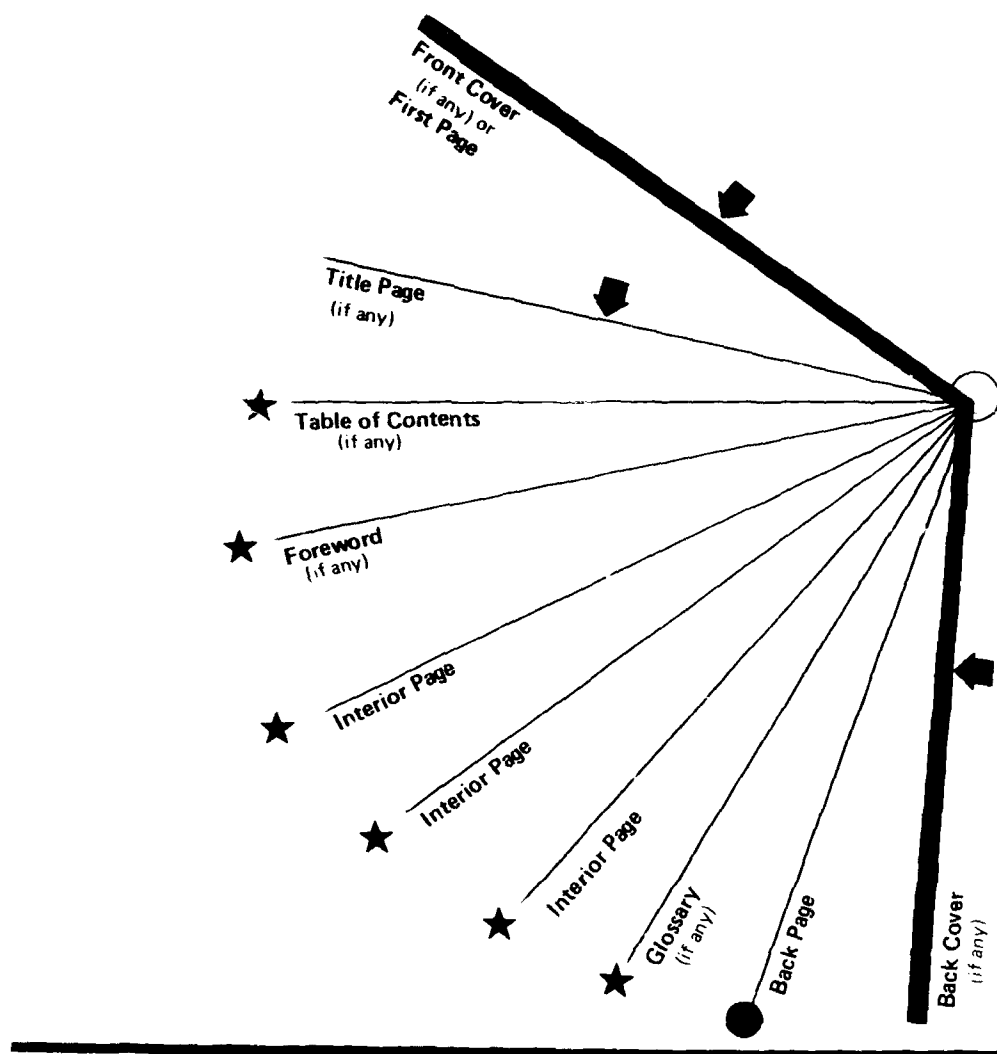
\* May be placed in another prominent place in the document.

**SAMPLE 2. CLASSIFIED DOCUMENT WITHOUT COVERS.**



\* May be placed in another prominent place in the document.

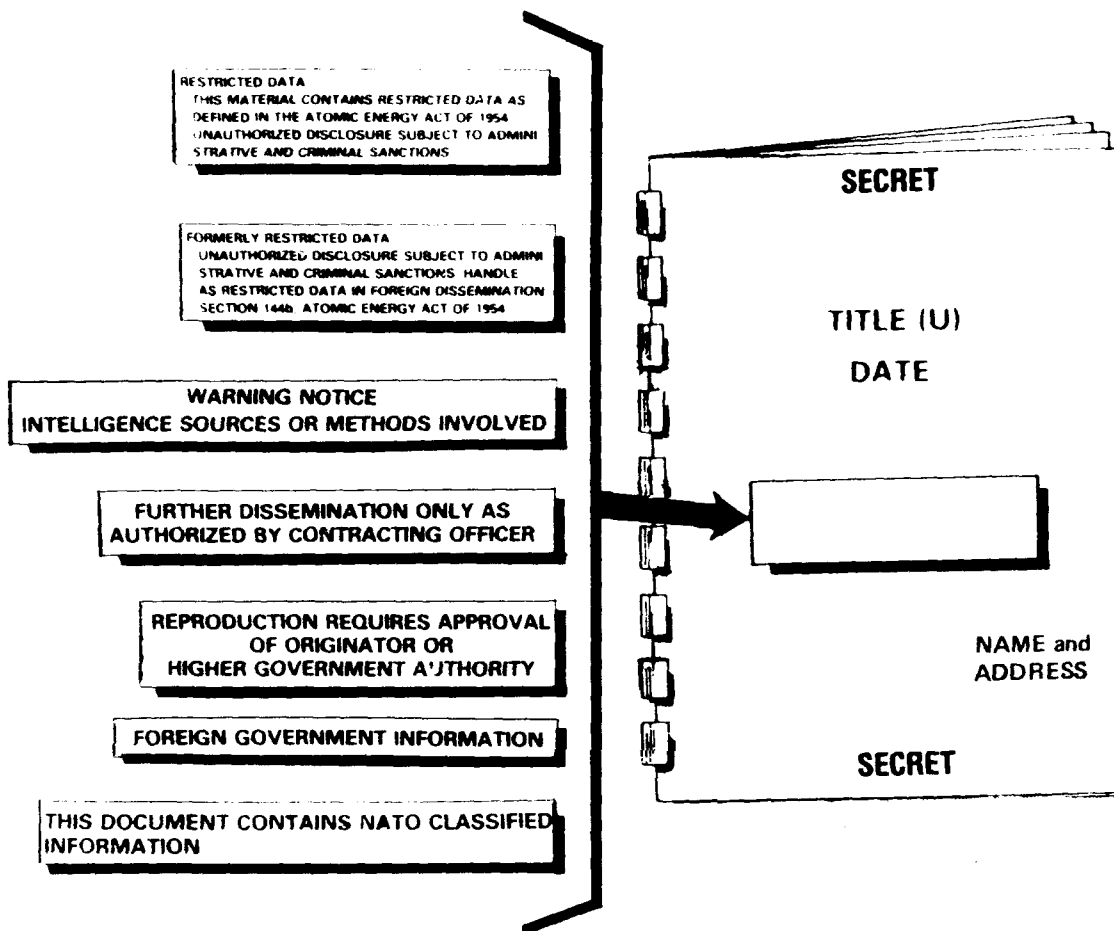
**SAMPLE 3. GUIDE FOR OVERALL AND PAGE CLASSIFICATION MARKINGS.**



- ➡ **OVERALL SECURITY CLASSIFICATION MARKED TOP AND BOTTOM**
- ★ **PAGE MARKED ACCORDING TO ITS CLASSIFIED CONTENT OR "UNCLASSIFIED"**
- **OVERALL SECURITY CLASSIFICATION MARKED TOP AND BOTTOM (not mandatory)**



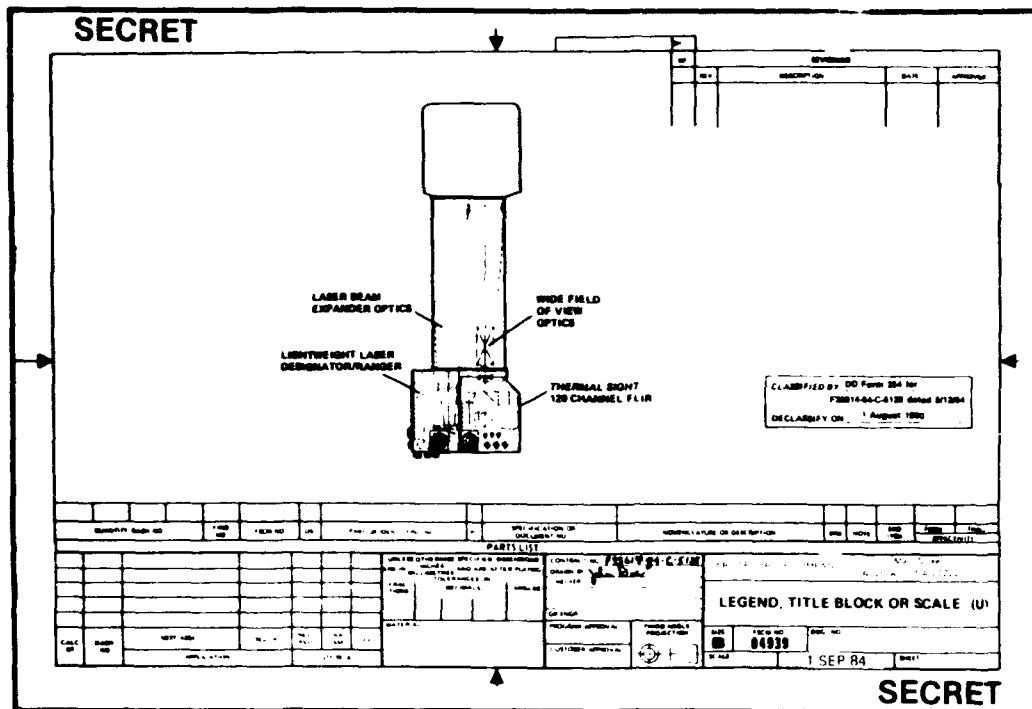
All of these markings are acceptable for marking classified information. The size, type, or color of the markings, alone, does not make the markings conspicuous. What is conspicuous on one document or type of material may not be conspicuous on another. A marking is conspicuous when it will be noticed and recognized by the holder as separate or different from other information or material, and it will serve to inform and warn of the special requirements necessary for protection of the information. Every effort should be made to make the markings as conspicuous as possible consistent with the production methods being used when creating classified documents or material.



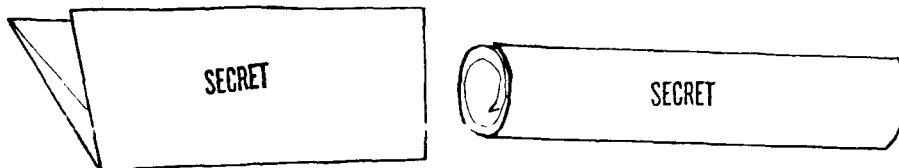
These are additional markings commonly used on classified material. The appropriate markings are placed on the front cover of a document or on the first page if there is no cover. The markings serve to notify and warn the holder of special requirements for protection of the information and must be prominently placed on documents, on material itself, if feasible, or in accompanying documentation.



# SAMPLE 6. CHARTS, MAPS, DRAWINGS AND TRACINGS



A chart, map, drawing, or tracing is marked to show its overall classification, the classification of the legend, title, or scale block, the declassification markings, date of preparation and the name and address of the preparer. The classification markings may not be abbreviated. If feasible, any identifiable portions should be portion marked.



If a chart, map, drawing, or tracing is folded or rolled, the overall classification markings must be added to be visible when it is folded or rolled.

UNCLASSIFIED SAMPLE: For Training Purposes Only

**SECRET**

ABC SECURITY COMPANY  
111 MAIN STREET  
ANYTOWN, USA 22222

May 10, 1984

MEMORANDUM FOR ALL CLEARED EMPLOYEES

SUBJECT: Marking the Security Classification of Portions (U)

1. (U) This is a sample of a classified document. It shows the proper method of applying portion markings required by the Industrial Security Manual. It should be noted that there is no longer a mandatory requirement to portion mark subparagraphs. However, it remains the policy of the Industrial Security Program that portions of classified documents shall be marked in such a manner that eliminates doubt as to which of the portions contain or reveal classified information. For example, this entire paragraph would contain SECRET and CONFIDENTIAL information but the lines of this opening part would contain UNCLASSIFIED information and is clearly marked to show that it is UNCLASSIFIED.

a. (S) It is important to understand the basic premise underlying the portion marking requirement. That is, the recipient of a classified document is entitled to know what the classification of each portion is or that some portions are not classified. If this portion of paragraph 1 contained SECRET information it would be so marked.

b. (C) If this portion of paragraph 1 contained CONFIDENTIAL information it would be so marked.

2. (U) These lines are UNCLASSIFIED as indicated and have been developed to show another portion marking situation. That is, paragraphs 3 and 4 that follow are essentially the same but are arranged differently to illustrate a clear case where there is no requirement for "subparagraph" marking.

3. (C) In a classified document, the portions that require markings are:

- paragraphs;
- subparagraphs (if necessary for clarity);
- charts; and
- illustrations.

4. (C) In a classified document, the portions that require markings are paragraphs, subparagraphs (if necessary for clarity), charts, and illustrations.

5. (U) Even though it is no longer mandatory to mark subparagraphs, they should be marked if the classification is different from the preceding part. Remember, portions have to be marked in such a way that there is no doubt about the classification status of each of them.

Classified by: OPNAVINST 5510.3  
of 12/3/83  
Declassify on: July 31, 1989

  
J. DOE  
SECURITY MANAGER

**SECRET**

**SAMPLE 8. MARKING MAJOR COMPONENTS.**

**SECRET**

Attachment 1 to TOP SECRET Memorandum dated July 7, 1984

**ABC SECURITY COMPANY**  
111 MAIN STREET  
ANYTOWN USA 22222

June 18, 1984

MEMORANDUM FOR ALL CLEARED EMPLOYEES

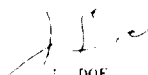
SUBJECT: Information about Major Components of Classified Documents (U)

1. (C) This sample shows how to mark major components of classified documents that are intended to be, or that are likely to be, used as separate documents. Examples of major components include an annex, appendix, or attachment, and other major parts of a complex classified document. This sample is Attachment 1 to a TOP SECRET Memorandum and is marked as a major component that will be separated from the basic memorandum. This portion is marked as it it were CONFIDENTIAL.

2. (S) Major components are marked the same as an individual classified document. All of the markings required for an individual document, such as, the identification markings, overall markings, page and portion markings, downgrading/declassification markings, and any special warning notices are applied to the major component. This method of marking will ensure that appropriate markings remain intact when the component is separated from the rest of the document and also allows for incorporation of existing classified documents into one complex document without major remarking of the existing documents. This portion is marked as it it were SECRET.

3. (U) If an entire major component is UNCLASSIFIED, the first page of the component may be marked UNCLASSIFIED at the top and bottom and a statement added, such as, "ALL PORTIONS OF THIS ATTACHMENT ARE UNCLASSIFIED" and no further marking of that component is necessary. This method of marking an entirely UNCLASSIFIED major component will ensure the recipient that this part of the classified document was not inadvertently left unmarked. This portion is marked as it it were UNCLASSIFIED.

4. (U) Caution should be exercised when separating such documents because accountability and control records may need to be modified or created to ensure proper accountability of the material. This portion is marked as it it were UNCLASSIFIED.

  
J. DOE  
Security Manager

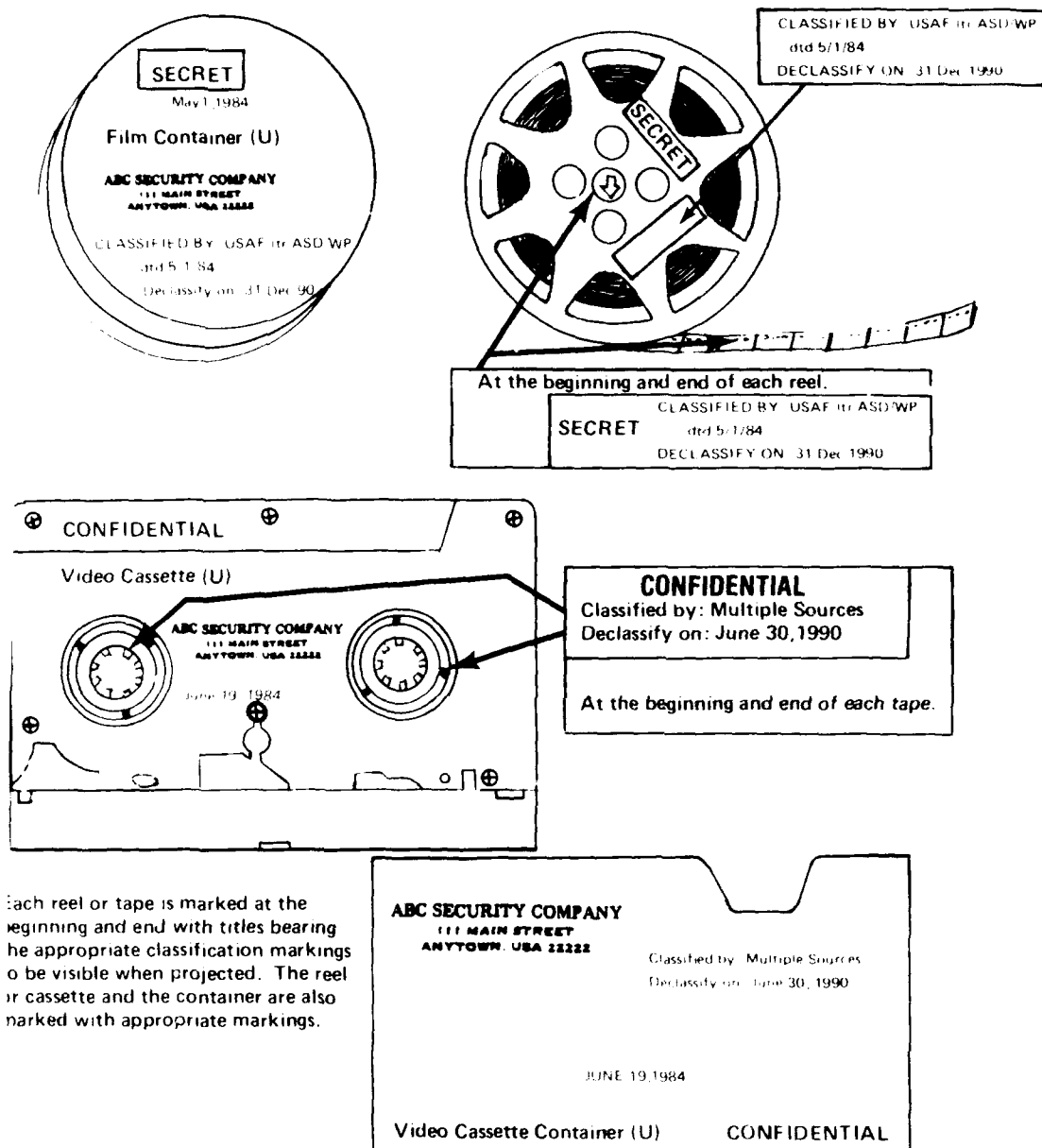
Classified by: OPNAV INST S5510.3  
GT 1273/83  
Declassify on: July 31, 1989

Attachment 1 to  
TOP SECRET Memorandum  
dated July 7, 1984

**SECRET**

A classified major component is marked as a separate classified document. An entirely unclassified component is marked as such and with a statement to ensure the recipient that it was not inadvertently left unmarked.

# AMPLE 9. MOTION PICTURE FILMS AND VIDEO TAPES

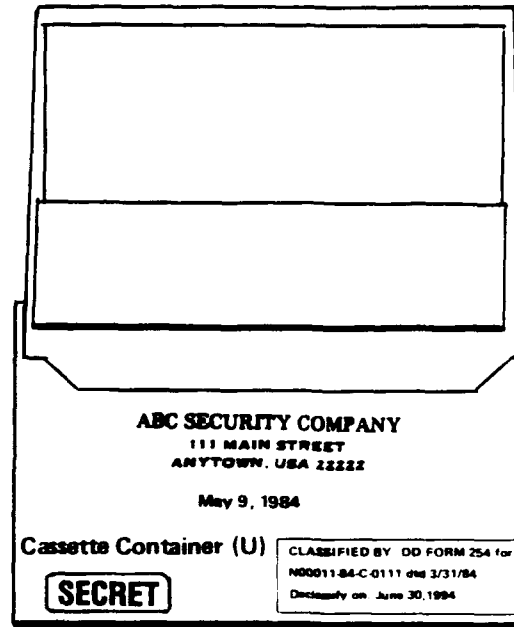


Each reel or tape is marked at the beginning and end with titles bearing the appropriate classification markings to be visible when projected. The reel or cassette and the container are also marked with appropriate markings.

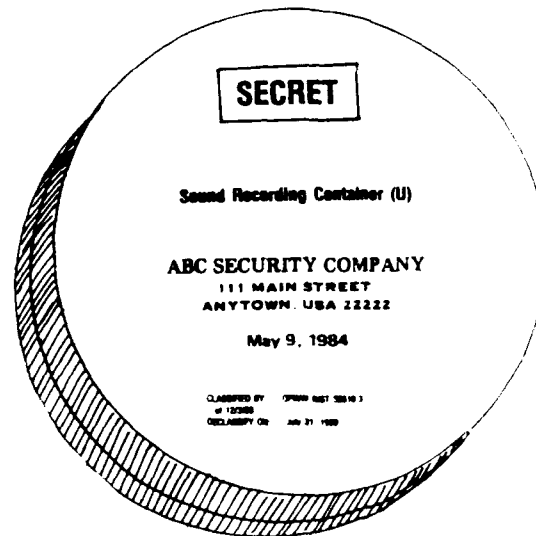
SAMPLE 10. SOUND RECORDINGS AND CONTAINERS.



**"THE INFORMATION ON  
THIS RECORDING  
IS CLASSIFIED SECRET"**  
At the beginning and end of the recording



**"THE INFORMATION ON  
THIS RECORDING  
IS CLASSIFIED SECRET"**  
At the beginning and end of the recording

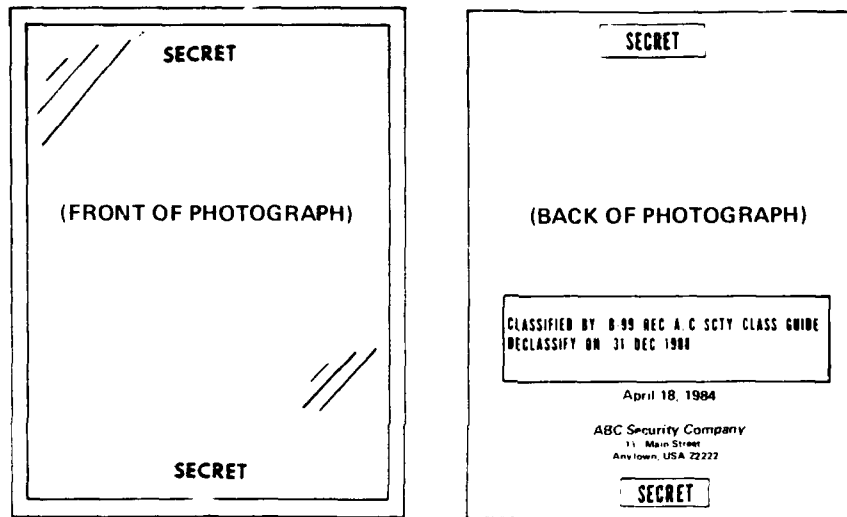


An audible statement of the overall classification is placed at the beginning and end of the recording. The reel or cassette, and the container, are marked with the other appropriate markings.

**PHOTOGRAPHIC SCIENCES CORPORATION**

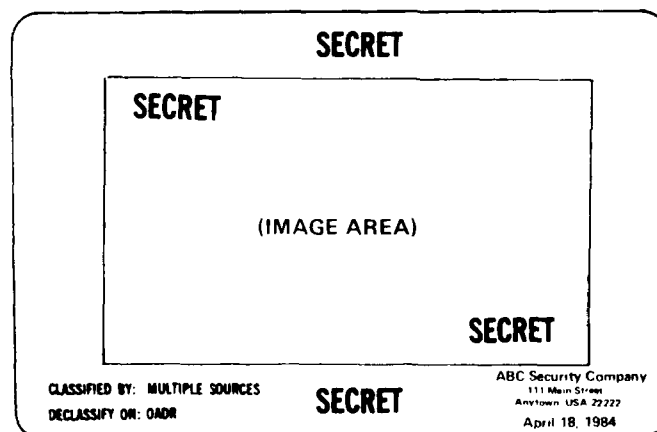
770 BASKET ROAD  
P.O. BOX 338  
WEBSTER, NEW YORK 14580  
(716) 265-1600

**SAMPLE 11. PHOTOGRAPH AND TRANSPARENCY OR SLIDE.**



**Photograph.**

A photograph is marked with the overall classification on its face, if at all possible. Other markings may be on the back of the photograph. Markings may be affixed by pressure tape label, stapled strip, or other means.



**Transparency or Slide.**

A transparency or slide is marked with its overall classification in the image area and on the border, holder, or frame. Other markings may be in the image area, on the border, holder, or frame, or in accompanying documentation.

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93-22970  
|||||

## SAMPLE 12. MARKING TRANSMITTAL DOCUMENTS.

**SECRET**ABC SECURITY COMPANY  
111 MAIN STREET  
ANYTOWN USA 12222

May 16, 1984

MEMORANDUM FOR ALL CLEARED EMPLOYEES

SUBJECT: MARKING TRANSMITTAL DOCUMENTS (U)

1. (C) This sample shows how to mark a CONFIDENTIAL transmittal document that has as an attachment another document, which is classified at the SECRET level. It also describes how to mark an UNCLASSIFIED transmittal document that has a classified attachment. This portion is marked as if it contained CONFIDENTIAL information.

2. (U) Whenever an attachment to a transmittal is classified at a higher level than the transmittal itself, the highest level of classification is placed at the top and bottom of the first page and a notation, such as, "DOWNGRADE TO CONFIDENTIAL WHEN SEPARATED FROM CLASSIFIED ATTACHMENT" is added to show the classification of the transmittal itself. A classified transmittal must also be marked to show the classification of its portions, its subject line, its appropriate downgrading/declassification markings, and any other additional security markings that are appropriate for any of the information contained therein. If a classified transmittal consists of two or more pages, the second and following pages would be marked with the classification of the information appearing thereon, just as in the case of any other classified document. This portion is marked as if it contained UNCLASSIFIED information.

3. (U) An UNCLASSIFIED transmittal, which has a classified attachment, would be marked with the highest classification of any information transmitted, and with a notation, such as, "UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED ATTACHMENTS" added on the first page. In this instance, only such other additional markings that are appropriate for the attachments, would be shown on the first page, since the transmittal itself contains no classified information. If an unclassified transmittal consists of two or more pages, the second and following pages would require no markings. This portion is marked as if it contained CONFIDENTIAL information.

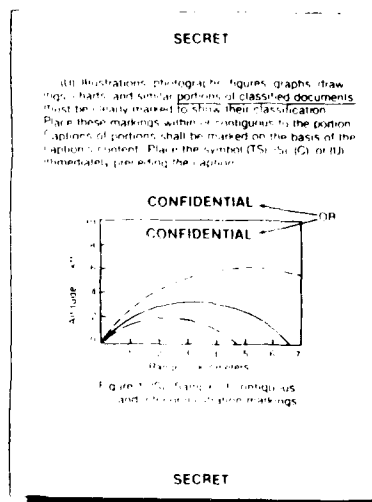
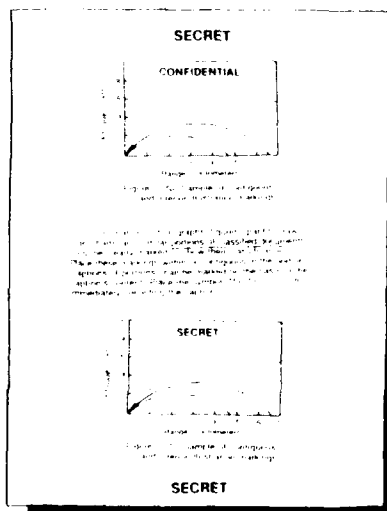
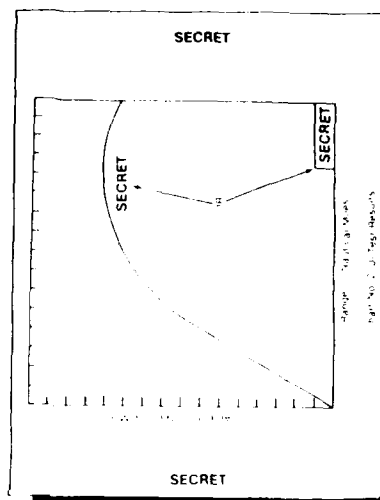
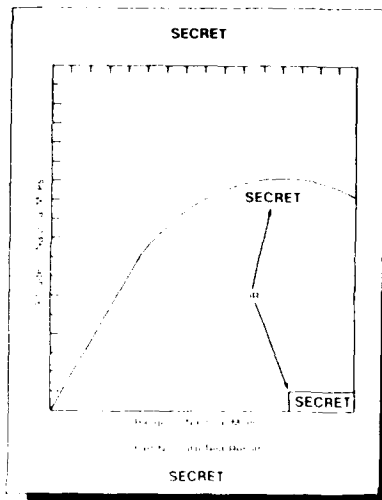
  
J. DOE  
SECURITY MANAGER

Attachment

Classified per: USAF msg 0765842 of 01-1-84  
Declassify on: Date of LaunchDOWNGRADE TO CONFIDENTIAL  
WHEN SEPARATED FROM  
SECRET ATTACHMENT**SECRET**

Transmittals are always marked with the highest level of classification of any information being transmitted. Notations, as appropriate, are added to show the classification of the transmittal when the attachments are removed or that it is unclassified upon removal of the attachments.

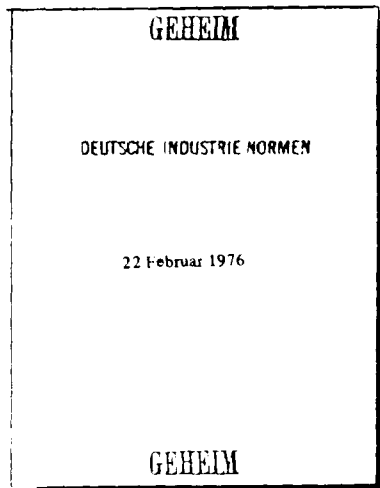
# **SAMPLE 13. INTERIOR PAGES WITH A CHART.**



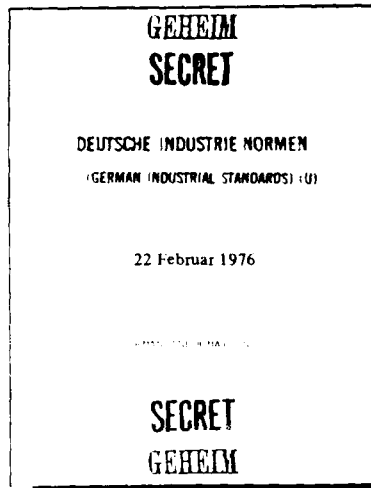
A chart is considered a portion of an overall document and must be marked according to its classification. These markings may not be abbreviated. Captions are also marked according to their classification. The markings applied to a chart, even if its the only information on a page, are not a substitute for page markings.



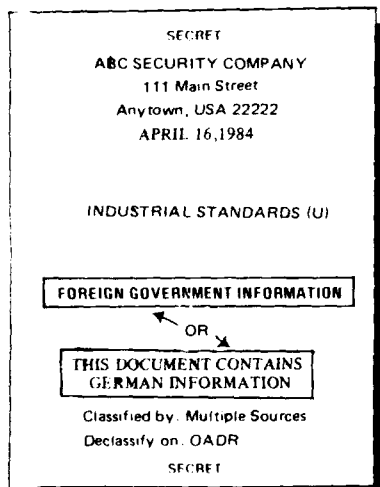
**SAMPLE 14. MARKING FOREIGN CLASSIFIED INFORMATION.** This illustration shows the marking requirements for documents containing foreign government information.



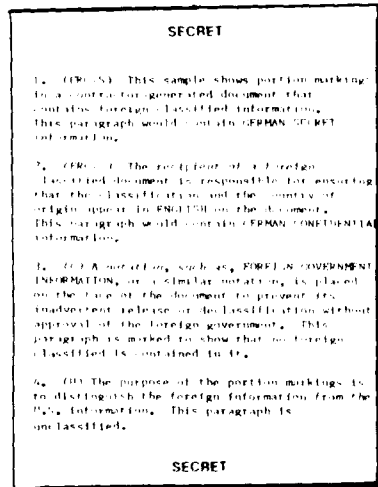
A classified document received from a foreign government.



The U.S. classification and the country of origin are placed on the document in ENGLISH.

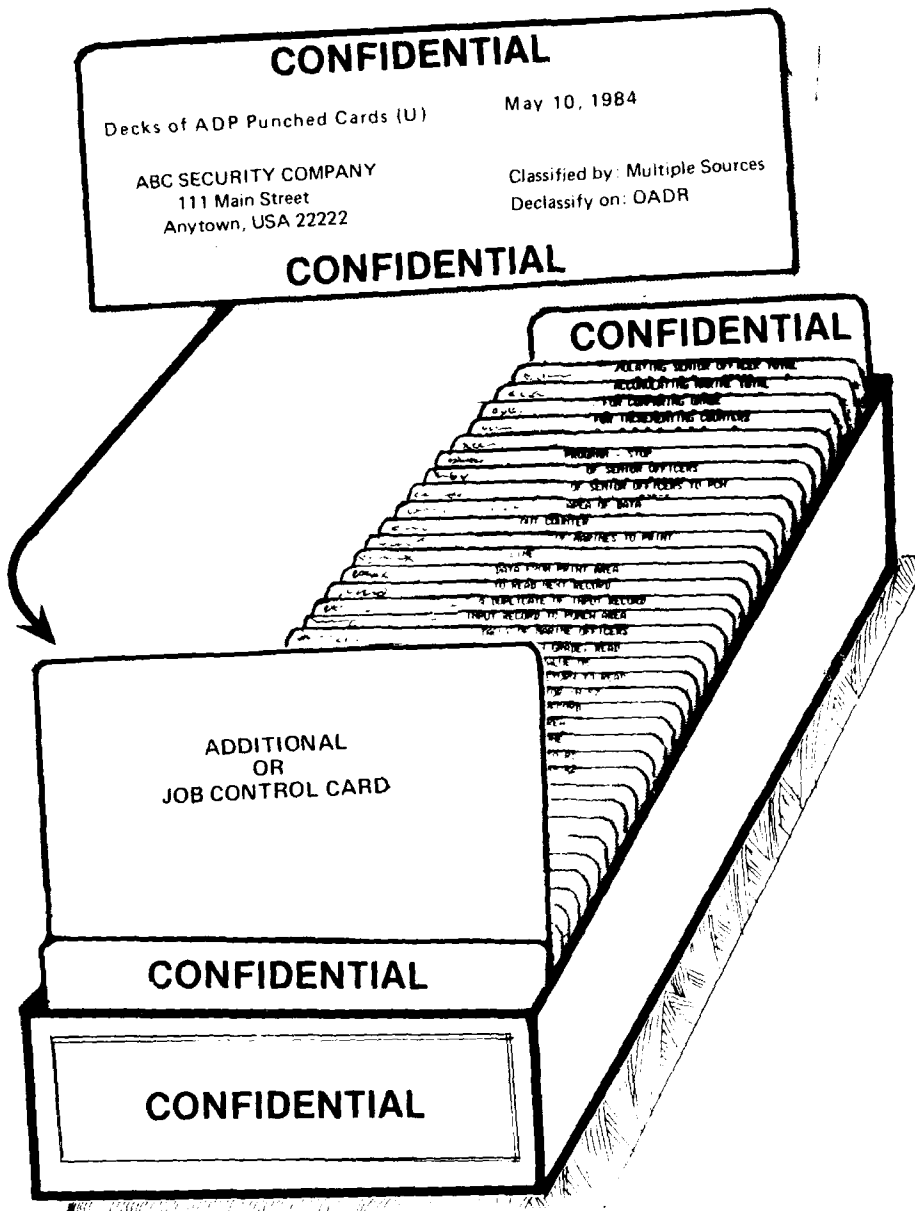


A contractor-generated document that contains foreign classified information.



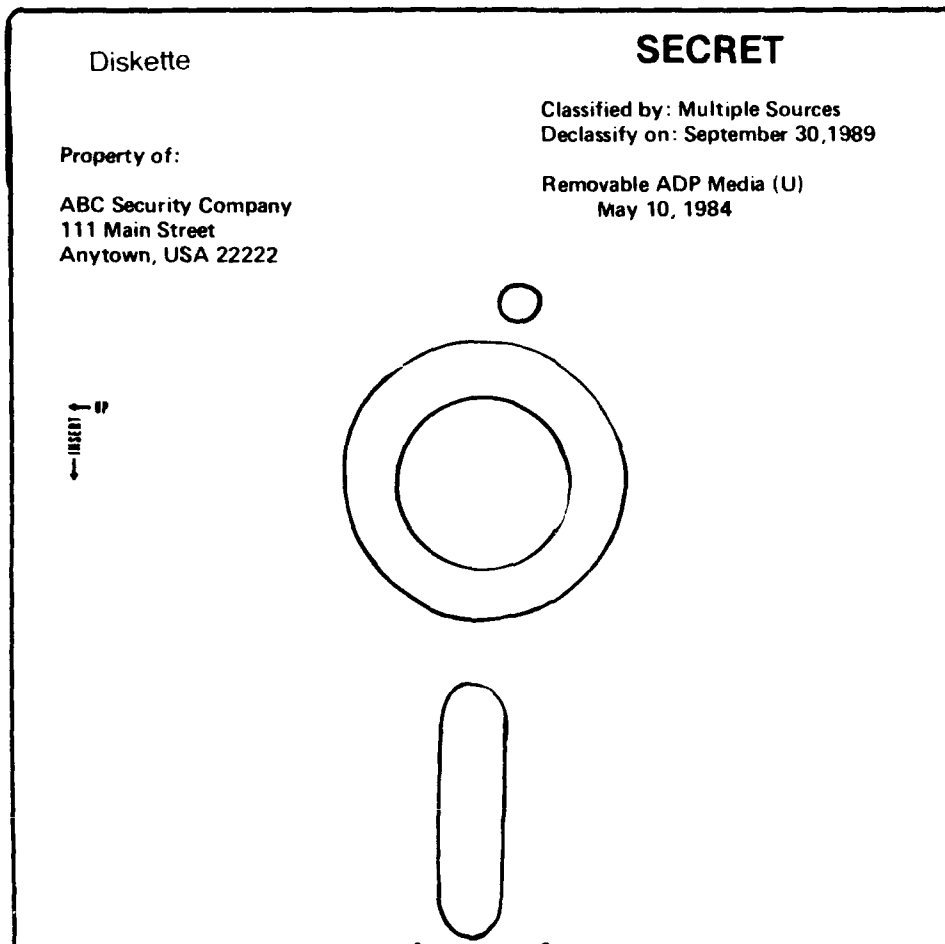
An interior page of a document that contains foreign classified information.

SAMPLE 15. DECKS OF ADP PUNCHED AND APERTURE CARDS.



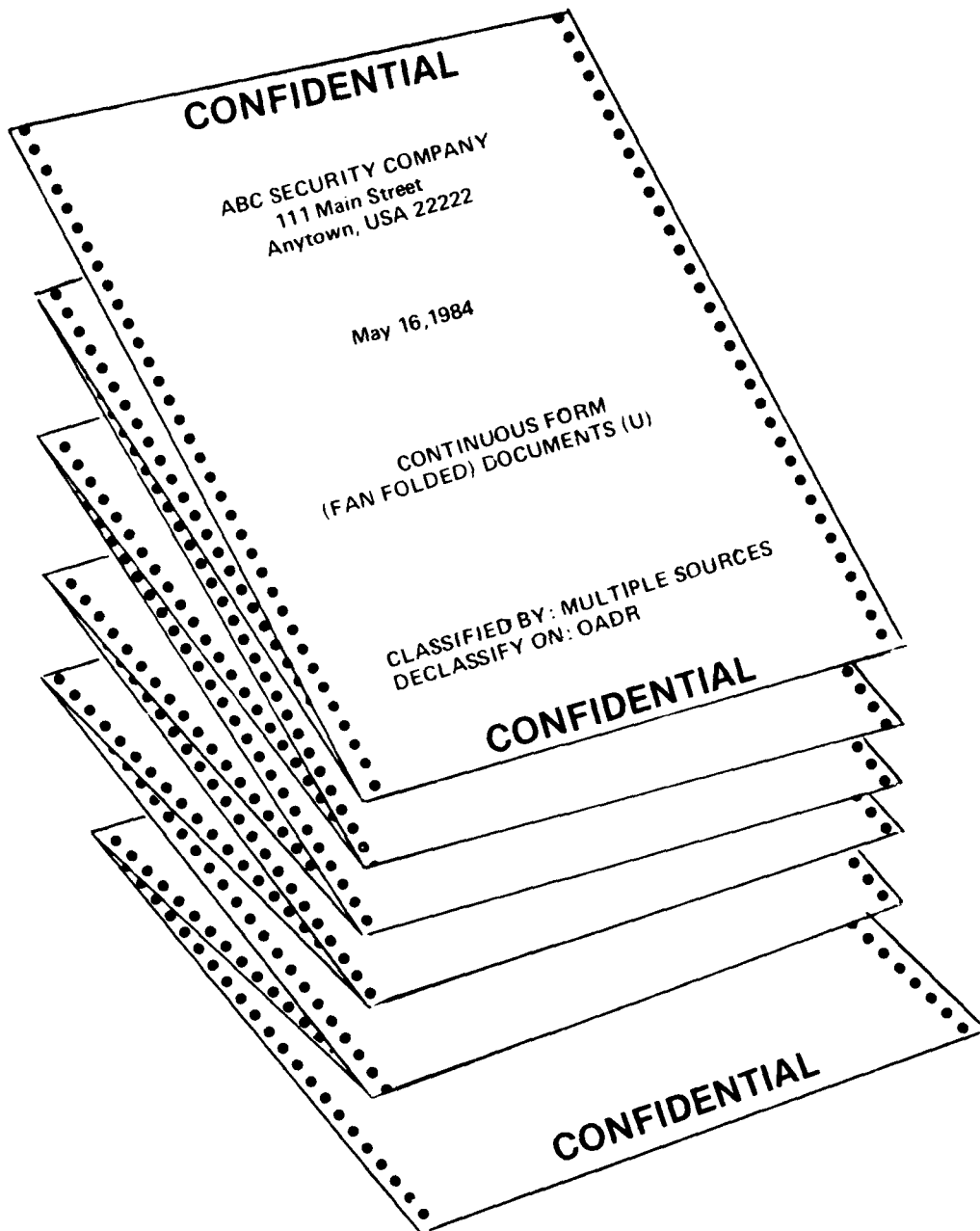
Decks of ADP Punched Cards. When the deck is handled and controlled as a single document, only the first and last cards in the deck require the overall classification markings. An additional card is added (or the job control card modified) to show the other required markings.

SAMPLE 16. REMOVABLE ADP MEDIA.



Removable ADP storage media and devices used with ADP systems and word processors must be marked on the front only with appropriate markings to indicate the highest level of classified information contained therein. Pressure tape, labels, etc., may be used to apply the required markings.

**SAMPLE 17. CONTINUOUS FORM (FAN FOLDED OR ROLLED) DOCUMENTS**



The classification markings are required only on the first and last page, and the front and back covers, if any. Interior pages do not require markings. If separated, additional markings must be applied to each document created as a result.

SAMPLE 18. PAGE REMOVED FROM ADP CONTINUOUS FORM DOCUMENT.

**CONFIDENTIAL**

ABC SECURITY COMPANY  
111 MAIN STREET  
ANYTOWN, USA 22222

May 16, 1984

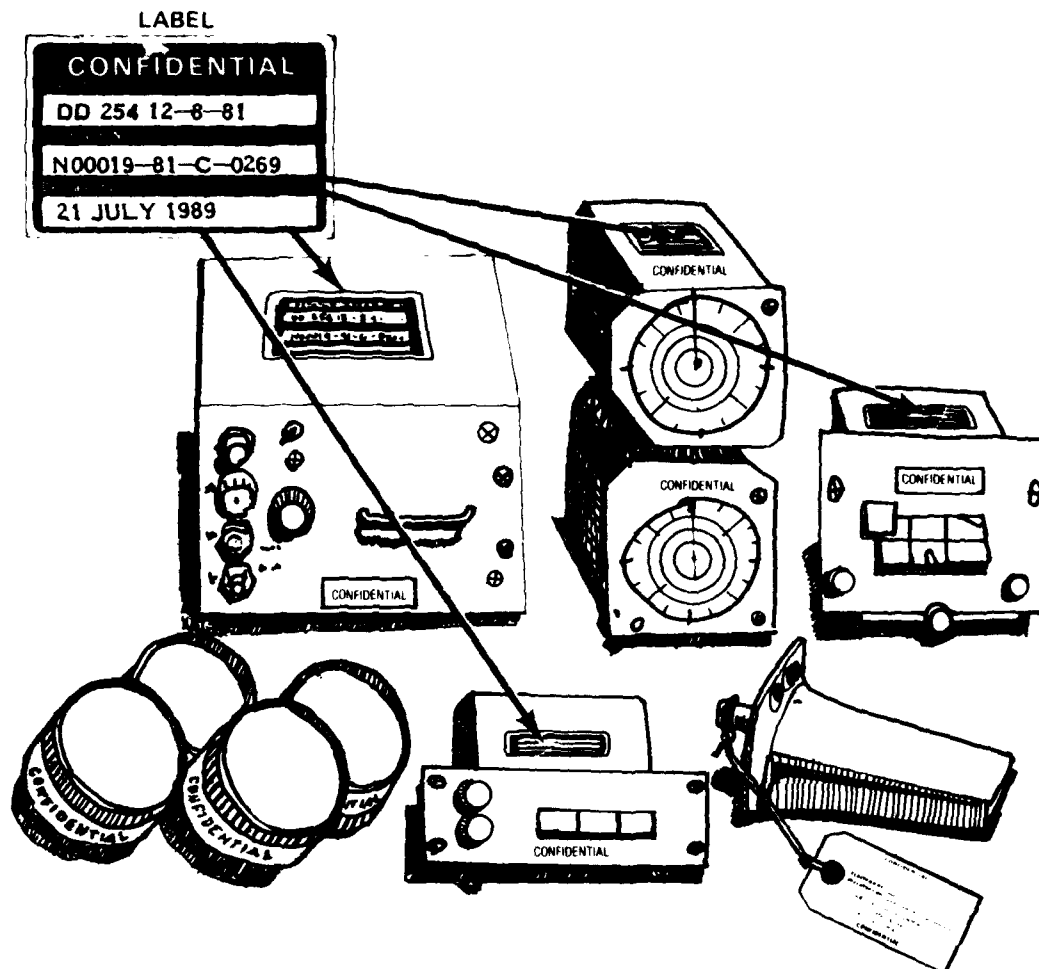
(U) This portion is Unclassified.  
(C) This portion is Confidential.

Classified by: Multiple Sources  
Declassify on: OADR

**CONFIDENTIAL**

If a single page is removed from the document, all the markings required for any classified document shall be applied to the page. The separate documents created may still be handled, controlled, and marked as a continuous form document but requires additional marking.

SAMPLE 19. MARKING CLASSIFIED HARDWARE/EQUIPMENT.



This sample shows how to mark classified hardware/equipment. If at all possible, the classification markings should be affixed to the item itself. These markings may be stamped, printed, etched, written, engraved, painted, or affixed with a tag, sticker, decal, or other similar device. If marking the item is not practical, provide the intended recipient with written notification of the appropriate markings.

**SAMPLE 20. MARKINGS UNDER PREVIOUS EXECUTIVE ORDERS.**

**Markings under E.O. 10501 of November 5, 1953:**

<b>GROUP 1</b> Excluded from automatic downgrading and declassification	<b>GROUP 3</b> Downgraded at 12-year intervals; not automatically declassified
<b>GROUP 2</b> Exempted from automatic downgrading	<b>GROUP 4</b> Downgraded at 3-year intervals; declassified after 12 years

**Markings under E.O. 11652 of March 6, 1972:**

General Declassification Schedule (GDS)	Exempt from GDS
CLASSIFIED BY _____ SUBJECT TO GDS OF E.O. 11652 AUTOMATICALLY DOWNGRADED AT TWO-YEAR INTERVALS DECLASSIFIED ON DECEMBER 31, (year)	CLASSIFIED BY _____ EXEMPT FROM GDS OF E.O. 11652 EXEMPTION CATEGORY (1, 2, 3, or 4) DECLASSIFIED ON (effective date)
Advanced Declassification Schedule	Excluded from GDS
CLASSIFIED BY _____ SECRET on (effective date) CONFIDENTIAL on (effective date) DECLASSIFY on (effective date)	CLASSIFIED BY _____ EXCLUDED FROM THE GDS

**Markings under E.O. 12065 of June 28, 1978:**

CLASSIFIED BY _____ DOWNGRADED to _____ on (date) DECLASSIFY on (date)	CLASSIFIED BY _____ DECLASSIFY ON _____
CLASSIFIED BY _____ Review for declassification on (date)	

This sample shows the various downgrading/declassification (hereafter referred to only as declassification) markings that have been authorized under previous executive orders. E.O. 12356 does not require remarking of any of the old material. Old material that has been marked, or remarked, for automatic declassification on a specified date or event, may be declassified pursuant to such markings. Information extracted from such old material shall carry those instructions forward to the new material. Old material that does not specify a date or event for declassification may not be declassified without authorization of the originating agency. Information extracted from such old material shall be marked with the notation, "Originating Agency's Determination Required" or "OADR" on the "Declassify on" line on the new material.

**SAMPLE 21. THE "CLASSIFIED BY" LINE.**

Prime Contract DD Form 254 for N00019-84-C-0123 dated 6/9/84	NAVSEA Security Classification Guide for Project Shoebox dated 1/10/84	NAVSEA letter of July 7, 1984 which shows: Classified by: OPNAVINST 5510.5a of 10/11/83	NAVSEA document received from DTIC dated October 11, 1983 which shows: Classified by: SCG for Project Shoebox date 2/1/82	Subcontract DD Form 254 for P.O. 67890 dated 8/14/83	ABC Security Company letter of 7/14/84 which shows: Classified by: DD Form 254 for N00019-84-C-0123 of 6/9/84	A new document which contains information extracted from or based on the guidance contained in the source document as shown in the left column, would be marked with a "Classified by" line as follows:
☆						Classified by: DD Form 254 for N00019-84-C-0123 of 6/9/84
	☆					Classified by: NAVSEA SCG of 1/10/84
		☆				Classified by: NAVSEA ltr of 7/7/84 *
☆	☆					Classified by: DD Form 254, N00019-84-C-0123 of 6/9/84 and NAVSEA SCG of 1/10/84
☆	☆	☆	☆			Classified by: DD Form 254, N00019-84-C-0123 of 6/9/84 and Multiple Sources **
				☆		Classified by: DD Form 254 for P.O. 67890 of 8/14/83
					☆	Classified by: ABC Security Co. ltr of 7/14/84 *

\* Cite the source document. Do not cite the information on the source's "Classified by" line.

\*\* A record is required to support the classification and it must be retained for the duration of the contract

This sample illustrates some of the variations that may occur when completing the "Classified by" line. The purpose of the "Classified by" line is to provide an "audit trail" to the original classifier of the information. A contractor will have a DD Form 254 for each classified contract that should provide the guidance necessary for classifying information; however, many times the DD Form 254 itself does not contain any guidance but incorporates by reference one or more Security Classification Guides (SCG). In such instances, the contractor may elect to show the DD Form 254 or the SCG or both. Likewise, when responding to a classified letter, message or other document from a User Agency or another contractor, the contractor may cite the incoming source document rather than the DD Form 254.